City of Tualatin
www.tualatinoregon.gov

eTRAKiT Users Manual

A guide for using the online permitting system, eTRAKiT

Highlighted items are place holders for future additions.

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Figure 1 – www.tualatinoregon.gov Home Page: Start here for access.

1.0   **Getting Started**

    1.1   Welcome to the City of Tualatin online permit and project web portal called eTRAKiT.

        1.1.1 Through eTRAKiT users have the ability to view records and check project or permit status without logging in.

        1.1.2 Public users that create an account will have the ability to pay fees and view records in detail. See Section 3.0

        1.1.3 Contractor users that create an account will have the ability to pay fees, apply for permits, schedule and cancel inspection on their permits, and view records in detail. See Section 4.0.

    1.2   Contacting Us

        For access to the latest version of this manual and eTRAKiT updates, please visit the City of Tualatin home page at www.tualatinoregon.gov and click on the ***eTRAKiT Online Permitting System*** Quick Link.

        1.2.1 For additional technical assistance with eTRAKiT, please contact:

            Denice Ambrosio   or   Stephanie Marcinkiewicz

            503-691-3032   503-691-3048

            dambrosio@ci.tualatin.or.us   smarcinkiewicz@ci.tualatin.or.us

2.0   **Access eTRAKiT**

    2.1   The web site address for eTRAKiT is http://tual-crw/etrakit3/ . You may also access eTRAKiT through the City of Tualatin homepage at www.tualatinoregon.gov and click on the link eTRAKiT Online Permitting System.

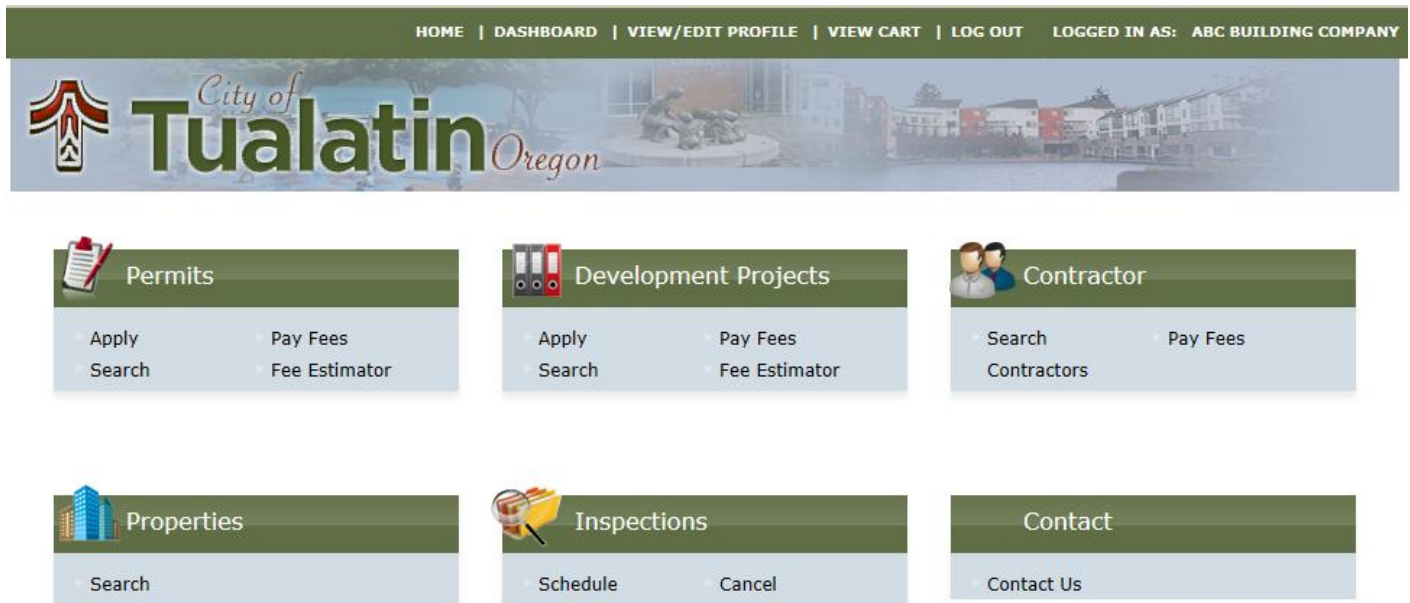Figure 2- eTRAKiT Home Page

3.0   **Public Registered User Login**

3.1   Public Login: Enter your User Name and Password or Register to Create a Login.

3.2   Register for a Public Login: Click on "Setup an Account", enter the required information and click the CREATE ACCOUNT

Figure 3- Create New User Account

Figure 4 – Select User Type: Use the drop down menu to select "Public" or "Contractor".

4.0   Contractor Login (Contractors, Engineers, Developers) Login

4.1   Contractor Login: First time users will need to contact technical support in Section 1.2.1 above to receive their password.

4.2   After the City of Tualatin permit tech sets up your initial password you will login as a Contractor. You will be prompted to change your password the first time you log in.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT   LOGGED IN AS: ABC BUILDING COMPANY

My Dashboard

Permits
▸ Apply
▸ Search
▸ Pay Fees
▸ Fees Estimator

Development Projects
▸ Apply for New Project
▸ Search Projects
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▸ Fees Estimator

Contractor
▸ Search Contractors
▸ Pay Fees

Properties
▸ Search Property

Inspections
▸ Schedule
▸ Cancel

Shopping Cart
▸ Pay All Fees
▸ Paid Items

Contact
▸ Contact us

Hello ABC Building Company.
Below is a Dashboard of your current activities.

My Active Inspections

1 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
AR15-0019	PROJECT	SUBMITTED		SITE INSPECTION	

My Active Projects

1 total record(s).

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	
AR15-0019		ARCHITECTURAL REVIEW	SUBMITTED	$2,410.00	

Figure 5 – Contractor Login

5.0   Searching and Viewing Records

5.1 Enter Search By Parameters (Address, Permit Type, Permit Number) - then select the parameter (Contains, Begins With, etc.) and enter the value to search for, then click on the SEARCH button.

5.2 Search Results: Click on the row you would like to view details on.

Figure 6- Search Results

5.3 Viewing Search Results:

The permit record has tabs that can be clicked on for details. Also the Search Results appear to the left and can be navigated while viewing permit records. At the bottom are other activities at the Same address.

6.0 **Paying Fees**

6.1 Login: In order to pay fees, users must be logged in.
6.2 Find: Search for the Permit that has outstanding fees to pay.
6.3 Pay: Click on the Pay All Fees button.

6.4   Shopping Cart: Confirm the Permit or Project you are about to pay, and then click on the PROCEED TO CHECKOUT BUTTON.

6.5   Click on the PROCEED TO PAYMENT button.

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Contractor
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▸ Pay Fees

Properties
▸ Search Property

Inspections

Checkout Summary

PERMIT WH15-0711 18880 SW MARTINAZZI AVE		
Description	**Quantity**	**Amount**
PLUMBING PERMITS	1	**$60.00**
PLUMBING FIXTURES		*60.00*
STATE SURCHARGE	1	**$7.20**
STATE SURCHARGE PLUMBING		*7.20*
Total Fees:		**$67.20**
Total:		$67.20

[BACK TO SHOPPING CART]   [PROCEED TO PAYMENT]

6.6   Enter your Credit Card Information

My Dashboard

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Properties
▸ Search Property

Inspections
▸ Schedule
▸ Cancel

Shopping Cart
▸ Pay All Fees
▸ Paid Items

Total Fees: **$67.20**

Total Payment: **$67.20**

First Name
Last Name
Credit Card Type   VISA
Credit Card Number
Expiration Date   January   2015
Security Code(CVN)

Billing Address   12345 SW Main St
City   Tualatin
State   Oregon
Zip   97062   -

[PROCESS PAYMENT]

6.7   Click on the PROCESS PAYMENT button.

7.0   Permit Application

      7.1   To apply for a Permit, users must register by filling out the eTRAKiT user application.

      7.2   Select the Apply for a New Permit menu option under the Permits menu.

      7.3   Enter the Company Name and Password provided to you by the City of Tualatin Permit Tech.

      7.4   Select "Apply" under Permits in the left column to display the permit application below.

      7.5   Permit Declaration: Please read the Permit Declaration and click "I Agree" then click CONTINUE.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT   LOGGED IN AS: ABC BUILDING COMPANY

My Dashboard

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Contact
▸ Contact us

By submitting this application you, the applicant, agree to all of the following:

You agree that you are responsible for the accuracy of the information you provide.

You agree that this is a **_residential only_** installation and that this is not a commercial installation.

You agree to install all mechanical equipment above the flood elevation level. If equipment is found to be below flood elevation level at inspection, it shall be the responsibility of the applicant to bring the mechanical equipment into compliance by relocating it above the flood elevation.

You agree that all work covered under any permit shall be performed by the homeowner acting as their own contractor as allowed by the State of Oregon or be a licensed contractor.

Homeowners: You agree to live in the residence and shall not rent or sell the residence within the two years following the final inspection.

Contractors: You agree that you are licensed by the Oregon Construction Contractors Board, and have an active City of Tualatin business license if your business is located in the City limits of Tualatin. Businesses located outside of Tualatin City limits may use a Metro license in lieu of a City business license.

○ I Agree
○ I Disagree

CONTINUE

7.6   Step 1: Enter Permit Information

   7.6.1   **Permit Type Information**: Select the Permit Type and enter the Description and Job Value

   7.6.2   **Locations**: Enter part or all of the address and click SEARCH

        7.6.2.1 Select the correct address by clicking on the highlighted row.

   7.6.3   **Attachments:** To add an attachment with site or installation information, click the SELECT button in the attachment window at the bottom and select the file from your computer, give a brief description of the information, and then click the UPLOAD

   7.6.4   **Click NEXT STEP**

7.7 Step 2: Enter Contact Information

7.7.1   Please enter the Contractor, Responsible Person, Owner, and Applicant Contact Information and click "NEXT STEPS".

7.8   Step 3: Review and Submit

7.8.1   This tab allows you to review your application and make changes. Click "NEXT STEPS" to process payment.

My Dashboard

Permits
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Contact
▸ Contact us

Permit Application

STEP 1   STEP 2   STEP 3 REVIEW AND SUBMIT   STEP 4

Application for a WATER HEATER Permit

Permit Information   [EDIT]

Type	WATER HEATER
Subtype	
Description	Replace existing ga...
Job Value	0

Location   [EDIT]

21150 IROQUOIS
TUALATIN, OR 97062 SHANIKO

Contacts   [EDIT]

Applicant Information
ABC Building Company (503) 123-4567
12345 SW Main St   rsoelberg@ci.tualatin.or.us
Tualatin, OR 97062

Owner Information
jones   (503) 123-4567
12345 SW Main St   rsoelberg@ci.tualatin.or.us
Tualatin, OR 97062

Contractor Information
ABC Building Company (503) 123-4567
12345 SW Main St   rsoelberg@ci.tualatin.or.us
Tualatin, OR 97062

Fee Information

Type	Amount
PLUMBING PERMITS	**$60.00**
PLUMBING FIXTURES	*60.00*
STATE SURCHARGE	**$7.20**
STATE SURCHARGE PLUMBING	*7.20*
Total Fees	**$67.20**

Attachments

To upload additional attachments click Here

Review the information prior to submitting.

[CANCEL]   [PREVIOUS STEP]   [NEXT STEP]

7.9   Step 4: Payment

7.9.1   Checkout Summary displays the fee amount(s) that you are about to proceed with. Click the "ADD TO SHOPPING CART" or "PAY NOW" to proceed.

My Dashboard

Permits
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▸ Search
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Development Projects
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▸ Schedule
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Shopping Cart
▸ Pay All Fees
▸ Paid Items

Contact

Permit Application

| STEP 1 | STEP 2 | STEP 3 | STEP 4   PAYMENT |

Checkout Summary

WATER HEATER Permit

Description	Quantity	Amount
PLUMBING PERMITS	1	$60.00
PLUMBING FIXTURES		60.00
STATE SURCHARGE	1	$7.20
STATE SURCHARGE PLUMBING		7.20

Fees Due: $67.20

Total: $67.20

| BACK TO STEP ONE | ADD TO SHOPPING CART | PAY NOW |

7.10   Enter Payment Information and click on PROCESS PAYMENT.

My Dashboard

Permits
▸ Apply
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Development Projects
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Contact
▸ Contact us

Permit Application

| STEP 1 | STEP 2 | STEP 3 | STEP 4   PAYMENT |

Total Fees: **$67.20**

Total Payment: **$67.20**

First Name

Last Name

Credit Card Type   VISA

Credit Card Number

Expiration Date   January   2015

Security Code(CVN)

Billing Address   12345 SW Main St

City   Tualatin

State   Oregon

Zip   97062   -

| BACK TO STEP ONE | PROCESS PAYMENT |

7.10.1   The Payment Summary will display whether or not your transaction was approved.

8.0   **My Dashboard**

   8.1   **My Open Permit Applications:** Applications that are not completed will show up in this section. You can choose to complete or delete the application.

   8.2   **My Active Permits:** This section allows you to print the permit or go to the permit record.

   8.3   **My Active Inspections:** This section allows you to schedule an inspection.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT   LOGGED IN AS: ABC BUILDING COMPANY

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Contact
▸ Contact us

Hello ABC Building Company.
Below is a Dashboard of your current activities.

My Open Permit Applications

3 total record(s).

Applications In Progress	Permit Type	Created Date	
Continue		7/21/2015	Delete
Continue		7/21/2015	Delete
Continue	WATER HEATER	7/21/2015	Delete

My Active Permits

1 total record(s).

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE		
WH15-0711	18880 SW M...	WATER HEATER	RECEIVED		$67.20		🖨

My Active Inspections

2 total record(s).

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
WH15-0711	PERMIT	RECEIVED	18880 SW M...	PLBG FINAL**	
AR15-0019	PROJECT	SUBMITTED		SITE INSPECTION	

My Active Projects

1 total record(s).

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	
AR15-0019		ARCHITECTURAL REVIEW	SUBMITTED	$2,410.00	📎

9.0 Inspection Scheduling

     9.1